

Rules for Remedial Teaching and Tutoring of ISTM, FCU

Approved by the General Affair Meeting on October 28, 2021

Approved by the Principal on December 9, 2021

Announced by the Dean on December 9, 2021

- Article 1 The Rules is stipulated in accordance with the Registration Rules for the Incomplete Grade of FCU Students for the purpose of strengthening the course tutoring of the students in International School of Technology and Management (hereinafter referred to as the ISTM) so that their course scores can meet the threshold of the school's admission standards.
- Article 2 The courses as specified in the Rules refer to the corresponding compulsory and optional courses offered by Purdue-FCU 2+2 Bachelor's Program in Electrical and Computer Engineering, SJSU-FCU 2+2 Bachelor's Program in Electrical Engineering, SFSU-FCU 2+2 Bachelor's Program in Computer Science, UQ-FCU 2+2 Bachelor's Program in Business, RMIT-FCU 2+2 Bachelor's Program in Business and Innovation and SJSU-FCU 2+2 Bachelor's Program in Business Analytics for the ISTM.
- Article 3 To ensure the effectiveness of students' learning and help students to achieve the academic performance standards of the school, the teachers of each program shall cooperate with the following procedures and principles in remedial teaching and tutoring for the courses taught:
1. Execute the mid-term warning of the course, and record it in detail in iLearn system according to the schedule provided by the school.
 2. Implement mid-term formative assessment.
 3. Conduct withdrawal counseling before the withdrawal deadline of the semester.
 4. Implement the remedial teaching and tutoring mechanism at the end of the semester.
- Article 4 The remedial teaching and tutoring mechanism of the course at the end of the semester shall be implemented according to the following procedures:
1. After the final exam of each subject and after the final score of the students are reckoned, the course teacher shall, one week before to the deadline for the teacher to send the semester grades, submit list of students who have failed the exam and been identified as needing remedial teaching and tutoring will be sent to the program assistants of the ISTM.
 2. Each program assistant notifies each student to complete the application process for remedial teaching and tutoring course in each subject within the specified schedule as announced in the Student Success Center of the ISTM.
 3. Students who apply for remedial teaching and tutoring course will be consulted and interviewed by their course advisors.
 4. After students complete the application procedures of remedial teaching and tutoring course within the specified time schedule, the course assistant of the ISTM will send the application to corresponding course teacher for approval.
 5. For students who have been approved the application for remedial teaching and tutoring course, the course teacher may register the student's score as "I" or "Incomplete" for the semester in accordance with the Registration Rules for the Incomplete Grade of FCU Students.
 6. For students who do not apply according to the procedures or whose application is not approved, the final score of the course registered will be the original calculated by the teacher.
 7. According to the application of remedial teaching and tutoring course approved by each program, the "Student Success Center" of the ISTM starts remedial teaching and tutoring mechanism for each subject.

Article 5 Remedial teaching and tutoring courses for each subject shall be carried out according to the following specifications:

1. Students who have approved to take remedial teaching and tutoring courses shall not take the same courses offered in each semester of each program of the ISTM as the courses originally applied for remedial teaching and tutoring courses.
2. The credit fees for remedial teaching and tutoring courses of each subject shall be collected according to the tuition and miscellaneous fees of each academic year announced by FCU for the extension study of each program in our ISTM.
3. Remedial teaching and tutoring courses shall have at least four students in each course; However, for courses of less than four students, students should contribute to the cost of the course.
4. The location, classroom and schedule of remedial teaching and tutoring courses shall be arranged by the ISTM and cannot be changed arbitrarily.
5. All remedial teaching and tutoring courses should be taught by the original course teachers; if the teacher fails to instruct for some reason, the ISTM shall be responsible for selecting and hiring another teacher who used to teach the subject in the school or has expertise in the subject in and out of the school for remedial teaching and tutoring.
6. Remedial teaching and tutoring courses are offered during the following summer/winter vacation or the following semester at the time of application, without prejudice to the student's normal semester attendance.
7. The offering of remedial teaching and tutoring courses is based on the principle of the original course score, 18 hours for each credit, and the course outline, teaching progress and grade evaluation method of the original course. Other teaching regulations shall be subject to the Implementation Guidelines for Summer Classes of FCU.
8. The examination rules for remedial teaching and tutoring courses are subject to Rules for Students' Exam of FCU.

Article 6 The final score of the remedial teaching and tutoring courses shall replace the originally registered course grade of "I" or "Incomplete" for each program of the ISTM according to Registration Rules for the Incomplete Grade of FCU Students, provided, however, the highest score shall be 80 and the ways to convert the scores are as follows:

1. If the final score of remedial teaching and tutoring course is less than 60, the final score will be registered according to the actual score.
2. If the final score of remedial teaching and tutoring course is greater than 60, the final score calculated and converted based on the formula of $60 + (\text{actual score} - 60) \times 20/40$ will be registered.

Article 7 The Rules shall be passed by General Affair Meeting, submitted to the Principal for approval before being announced to be implemented by the Dean. This is also applicable to the amended version.

Article 8 The Rules is made in Chinese and English language of equal validity, however in case of discrepancies between Chinese and English version, the Chinese version shall prevail.